

APPRENTICESHIP TRAINING

2014 - 2015




**Buckeye Career Center
Adult Education**

**545 University Drive NE
New Philadelphia, OH 44663**

330-308-5720 or 1-800-227-1665

Fax: 330-308-8958

evanfossen@BuckeyeCareerCenter.org


Buckeye Career Center
ADULT EDUCATION
545 University Drive NE
New Philadelphia, OH 44663

WHAT IS APPRENTICESHIP?

Apprenticeship training offers long-range income and advancement opportunities, job security, employment benefits and job skills that move with you.

An apprentice is someone who is learning a trade by working under the guidance of an experienced company supervisor.

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Individuals must be at least 16 years of age enrolled in a vocational training program, or have a high school diploma or GED and be employed full-time or near full-time in the field.

Every apprentice participating in the apprenticeship program enters into an Apprenticeship Agreement with the Ohio State Apprenticeship Council. The apprenticeship program sponsor (company) and the apprentice (employee) agrees to the terms of the Apprenticeship Standards incorporated as part of the agreement.

Apprentices work full time in companies which specialize in their area of expertise. When an apprentice is indentured, he/she is registered as having a particular occupation (maintenance, mechanic, machinist, mold maker, tool and die maker, grinder, lathe operator, etc.) The employer is required to provide on-the-job training and work experience appropriate to the particular occupation.

Every day the apprentice keeps a log of what he/she does on the job. The hours spent on the various jobs are added up each month totaling 2,000 hours per year for each of four years. The record book is signed each month by the apprentice's supervisor.

Upon entry into the apprenticeship program, apprentices are paid a progressively increasing schedule of wages. As the apprentice demonstrates satisfactory progress in both the on-the-job training and related instruction, they are advanced in accordance with the wage schedule outlined on the Apprenticeship Agreement.

For further information: Call Buckeye Career Center Adult Education, 545 University Drive NE, New Philadelphia, OH 44663, 330-308-5720 or evanfossen@BuckeyeCareerCenter.org (Erin VanFossen, Assistant Director)

Buckeye Career Center conforms to all federal, state, and local laws and regulations including Title IX and nondiscrimination against any student because of race, color, sex, religion, citizenship, economic status, marital status, pregnancy, handicap, disability, age, veteran status or national origin. This policy of nondiscrimination shall also apply to otherwise qualified handicapped individuals.

***Tuition can be paid in two equal semester payments. The 1st Payment is due before class begins. The remaining balance is due before January 1.**

REGISTRATION FORM

Payment or Company Purchase Order

Must Accompany Registration

Name _____

Soc. Sec. # _____ Birthdate (mm/dd/yyyy) _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Work Phone _____

Course Name _____

Course Start Date _____

Charge Card (circle one) VISA MasterCard Discover

Charge Card # or Check# _____

Charge Card Expiration Date _____

Name of Charge Card Owner _____

Company Billing Name _____

Company Supervisor _____

Company Address _____

City _____ State _____ Zip Code _____

Company Purchase Order # _____

***If A Student Misses Class, Make Up Classes Cost \$30 per Hour per Student to be scheduled at the instructor's convenience.**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper and mark a zero for the test or assignment. The possibility of further disciplinary action being taken, ranging from verbal warning to suspension or expulsion from school may occur at the administration's discretion.

CODE OF CONDUCT - DISCIPLINE GUIDELINES

Good discipline is fundamental to successful education. The primary purpose of our school is to provide an education for all students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior to minimize minor offenses. For breaking the code or repeated violations of the code, the student may be subject to suspension, loss of privileges, referral to counseling, emergency removal, or other forms of disciplinary action.

Any act that detracts from the school day, destroys order, lowers the morals of the student body, or infringes on the rights of others will be handled accordingly by the Assistant Director of Adult Workforce or other administration. Any misconduct on or off school property that is directly related to and affects the welfare and morale of the school is within the scope of authority of school officials.

This Student Conduct Code will be in effect before, during, and after school hours and at any school-sponsored activity involving Buckeye students. Any guests are also expected to abide by this code.

CODE OF STUDENT CONDUCT

In compliance of Section 3313.661 of the Ohio Revised Code, the following is a code of student conduct. Violations of the code may result in disciplinary action, including, but not limited to suspension, expulsion, referral to counseling, emergency removal or other forms of disciplinary action, such as referrals to the proper legal authorities.

Buckeye Career Center conforms to all federal, state, and local laws and regulations including Title IX and nondiscrimination against any student because of race, color, sex, religion, citizenship, economic status, marital status, pregnancy, handicap, disability, age, veteran status or national origin. This policy of nondiscrimination shall also apply to otherwise qualified handicapped individuals.

"This country's greatest asset is the skill and know-how of its people. The future strength, defense and progress of the nation is dependent upon our commitment to preserving this asset by developing the skills and knowledge of our work force." - USDOL

In order to maintain and improve the standards of excellence throughout a trade, it is paramount that all of our workforce be highly trained and skilled in their respective fields. Our customers can feel secure in knowing that every worker has undergone extensive training to provide you with the highest quality employee. With the constant influx of new technology, and the increased need for specialization, Apprenticeship training programs are designed to include innovative techniques and skills to enhance the versatility of workers.

Benefits To Your Company

- ✘ Attract highly qualified applicants
- ✘ Reduce absenteeism
- ✘ Reduce turnover
- ✘ Increase productivity
- ✘ Reduce cost of training
- ✘ Facilitate compliance with federal and state equal employment opportunity requirements
- ✘ Improve community relations
- ✘ Improve employee relations
- ✘ Ensure availability of related technical instruction
- ✘ Enhance problem-solving ability of workers
- ✘ Ensure versatility of craft workers

Benefits To You

- ✘ Long-range income and advancement opportunities
- ✘ Job security
- ✘ Job skills that move with you
- ✘ Employment benefits

MACHINE APPRENTICESHIP

Books included in Price

Year 1 Tuesday 08/26/14 - 05/12/15 08/26/14 Machine Theory & The Lathe 11/04/14 Math for Machine Technologies - Algebra 01/27/15 CAD 03/10/15 Interpreting Engineering Drawings	\$1200
Year 2 Wednesday 08/27/14 - 05/13/15 08/27/14 Machine Theory & The Mill 10/29/14 Math for Machine Technologies - Geometry 01/14/15 Interpreting Engineering Drawings 03/18/15 Tool Design	\$1100
Year 3 Thursday 08/28/14 - 05/14/15 08/28/14 Machine Theory & The Grinder 10/30/14 Math for Machine Technologies - Geometry 01/15/15 Geometric Dimensioning & Tolerancing 03/19/15 Metallurgy	\$1180
Year 4 Monday 08/18/14 - 05/18/15 08/18/14 Math for Machine Technologies - Trigonometry 10/20/14 CNC Programming 01/05/15 Industrial Fluid Power 02/23/15 Properties of Materials - Metallurgy 04/13/15 Engineering Materials - Properties and Selection	\$1230

MAINTENANCE MECHANIC APPRENTICESHIP

Year 1 Thursday 08/28/14 - 05/14/15 08/28/14 Basic Shop Math 09/25/14 Industrial Blueprint Reading 11/27/14 Forklift *Needs rescheduled due to holiday 12/04/14 Principles of Hydraulics 02/26/15 Metrology 05/14/15 Sheet Metal Fabrication	\$1230
Year 2 Monday 08/18/14 - 05/18/15 08/18/14 Industrial Electricity / Motor Controls I 11/10/14 Industrial Electricity / Motor Controls II 02/23/15 Programmable Logic Controls	\$1100
Year 3 Tuesday 08/26/14 - 05/12/15 08/26/14 Machine Trades I 11/18/14 Welding I 02/24/15 Machine Repair & Troubleshooting	\$1150
Year 4 Wednesday 08/27/14 - 05/13/15 08/27/14 Basic Automotive Mechanics 09/24/14 Basic Plumbing 10/29/14 First Aide 11/05/14 CPR 11/12/14 Machine Trades II 02/04/15 Advanced Hydraulics 03/11/15 Welding II	\$1050

*Tuition can be paid in two equal semester payments.

1st Payment is due before class begins. Remaining Balance is due January 1.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search students, school lockers, locker contents, and/or student automobiles and may seize illegal, unauthorized, unsafe, or contraband materials discovered in the search. Searches may occur as a result of reasonable suspicion or random search. Lockers are property loaned to students for legitimate purposes.

The term "unauthorized" means any item dangerous to the health or safety of students or school personnel; disruptive of a lawful function, mission, or process of the school; or described as unauthorized in the school rules.

Failure to permit searches and seizures will be considered insubordination and grounds for disciplinary action. A student's person and/or personal effect (e.g. purse, book bag, etc.) May be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or unsafe materials.

It is the responsibility of the school administration to try to protect each student under its control, therefore:

1. If possible, police officers should contact and/or question students out of school. If this is not possible, school authorities will bring the student to a private room and the contact will be made out of sight of others.
2. The Adult Education Supervisor must be notified before a student is questioned in school.
3. A school official should be present when an interrogation takes place.
4. The police department will be notified whenever a student is involved in any type of criminal activity.

HONESTY

Teachers can frequently see the difference between a student's usual work that is his/her own work or is not his/her own. Teachers do not like detective work, and find that discovering dishonest work is a painful experience. Protecting honest students from unfair competition requires that teachers take an active role in looking for and acting against dishonest practices.

Cheating includes, but is not limited to:

- Getting or keeping partial or whole copies of tests or quizzes before they are distributed for student use.
- Using notes, textbooks or other information in tests and quizzes (except as allowed by teachers).
- Getting or exchanging information during tests.
- Copying homework assignments.
- Copying computer disks.
- Additional action as set by the teacher.
- Lying about completing an assignment

RECORDS OF REQUEST FOR ACCESS & DISCLOSURES
MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below.

The record will include at least:

- A. The name of the person who or agency which made the request.
- B. The interest which the person or agency has in the information.
- C. The date on which the person or agency made the request and
- D. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

PARKING

Adult Students may park in any parking lot after 3:00pm. Please do not park on the grass or in a marked Fire Zone. There are handicapped parking spaces in every lot for those who qualify.

STUDENT MOTOR VEHICLES.

Students driving to school MUST abide by the following rules and regulations.

- 1. When you enter the parking lot, you MUST park your car and go immediately into the building. No loitering in the parking lot.
- 2. Traffic speed on driveways is 15 miles per hour and in parking lots shall not exceed 10 miles per hour.
- 3. Reckless operation, such as squealing tires, loud noise, sliding tire, etc. is prohibited in the parking lots, driveway, and to and from school.
- 4. Driving privileges may be suspended if the Adult Education Supervisor has reason to believe the student is using or possessing drugs or alcohol..
- 5. Student vehicles will not be permitted in labs, bullpens, and blacktop areas outside the labs without permission of the teacher and supervisor.

Failure to comply with these student driving regulations may result in the loss of driving privileges or other disciplinary action.

MACHINING APPRENTICE CLASS SCHEDULE
2014 - 2015
YEAR 1
TUESDAY NIGHT CLASSES
6:00-10:00 PM

FIRST SEMESTER - 18 CLASSES

1st QUARTER

Machine Theory & The Lathe (10 Weeks)

- 1. August 26, 2014
- 2. September 2, 2014
- 3. September 9, 2014
- 4. September 16, 2014
- 5. September 23, 2014
- 6. September 30, 2014
- 7. October 7, 2014
- 8. October 14, 2014
- 9. October 21, 2014

(Grade Cards Given to Teachers)
 (Grade Cards Back to Adult Education Office)
 (Grade Cards Mailed to Employers)

2nd QUARTER

Math for Machine Technologies - Algebra (10 Weeks)

- 10. October 28, 2014
- 11. November 4, 2014
- 12. November 11, 2014
- 13. November 18, 2014
- 14. November 25, 2014
- 15. December 2, 2014
- 16. December 9, 2014
- 17. December 16, 2014
- December 23, 2014**
- December 30, 2014**
- 18. January 6, 2015

Parent/Teacher conferences 3:00-6:45pm
 (Grade Cards Given to Teachers)
Christmas Break - NO SCHOOL
Christmas Break - NO SCHOOL
 (Grade Cards Back to Adult Education Office)
 (Grade Cards Mailed to Employers)

SECOND SEMESTER - 18 CLASSES

3rd QUARTER

CAD (6 Weeks)

- 1. January 13, 2015
- 2. January 20, 2015
- 3. January 27, 2015
- 4. February 3, 2015
- 5. February 10, 2015
- 6. February 17, 2015
- 7. February 24, 2015
- 8. March 3, 2015
- 9. March 10, 2015

(Grade Cards Given to Teachers)
Interpreting Engineering Drawings (10 Weeks)
 (Grade Cards Back to Adult Education Office)
 (Grade Cards Mailed to Employers)

4th QUARTER

- 10. March 17, 2015
- 11. March 24, 2015
- 12. March 31, 2015
- 13. April 7, 2015
- 14. April 14, 2015
- 15. April 21, 2015
- 16. April 28, 2015
- 17. May 5, 2015
- 18. May 12, 2015

(Grade Cards Given to Teachers)
 (Grade Cards Back to Adult Education Office)
 (Grade Cards Mailed to Employers)

****Indicates No Class = Class Must be Rescheduled during that quarter.**
 36 Sessions @ 4 Hours = 144 Hour Apprenticeship

**MACHINING APPRENTICE CLASS SCHEDULE
2014 - 2015
YEAR 2
WEDNESDAY NIGHT CLASSES
6:00-10:00 PM**

FIRST SEMESTER - 18 CLASSES

1st QUARTER

- | | | |
|----|--------------------|--|
| 1. | August 27, 2014 | Machine Theory & The Mill (9 Weeks) |
| 2. | September 3, 2014 | |
| 3. | September 10, 2014 | |
| 4. | September 17, 2014 | |
| 5. | September 24, 2014 | |
| 6. | October 1, 2014 | |
| 7. | October 8, 2014 | |
| 8. | October 15, 2014 | |
| 9. | October 22, 2014 | |
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

2nd QUARTER

- | | | |
|-----|--------------------------|---|
| 10. | October 29, 2014 | Math for Machine Technologies - Geometry (9 Weeks) |
| 11. | November 5, 2014 | |
| 12. | November 12, 2014 | |
| 13. | November 19, 2014 | |
| 14. | November 26, 2014 | |
| 15. | December 3, 2014 | |
| 16. | December 10, 2014 | |
| 17. | December 17, 2014 | |
| | December 24, 2014 | |
| | December 31, 2014 | |
| 18. | January 7, 2015 | |
- (Grade Cards Given to Teachers)
Christmas Break - NO SCHOOL
Christmas Break - NO SCHOOL
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

SECOND SEMESTER - 18 CLASSES

3rd QUARTER

- | | | |
|----|-------------------|--|
| 1. | January 14, 2015 | Interpreting Engineering Drawings (9 Weeks) |
| 2. | January 21, 2015 | |
| 3. | January 28, 2015 | |
| 4. | February 4, 2015 | |
| 5. | February 11, 2015 | |
| 6. | February 18, 2015 | |
| 7. | February 25, 2015 | |
| 8. | March 4, 2015 | |
| 9. | March 11, 2015 | |
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

4th QUARTER

- | | | |
|-----|----------------|------------------------------|
| 10. | March 18, 2015 | Tool Design (9 Weeks) |
| 11. | March 25, 2015 | |
| 12. | April 1, 2015 | |
| 13. | April 8, 2015 | |
| 14. | April 15, 2015 | |
| 15. | April 22, 2015 | |
| 16. | April 29, 2015 | |
| 17. | May 6, 2015 | |
| 18. | May 13, 2015 | |
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

****Indicates No Class = Class Must be Rescheduled during that quarter.**

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

The school district proposed to designate the following information contained in the student's education records as "directory information," and will disclose that information without prior written consent, except when the request is for a profit-making plan or activity:

1. Student's name
2. Student's address
3. Student's date of birth
4. Student's class designation

Adult students will have two weeks from the first day of the school year in which to advise the District of any or all items which they refuse to permit as directory information about that student.

Other than requests as described above, school officials will release information from, or permit access to, a student's education records only with the prior written consent of a student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.)

LOCATIONS OF EDUCATION RECORDS

Adult Education Office.

PROCEDURE TO INSPECT EDUCATION RECORDS

Adult students may inspect and review education records to which they are entitled to have access upon request. It may be mutually more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the Adult Supervisor will offer to collect copies of records or the records themselves.

Eligible students should submit to the Adult Education Supervisor a written request which identifies the record or records which he/she wishes to inspect. The Adult Supervisor will make the needed arrangements as promptly as possible and notify the eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a eligible student cannot personally inspect and review a student's education records, the district will arrange for the eligible student to obtain copies of the records.

When records contain information about students other than the eligible student, the eligible student may not inspect and review the records of the other students.

GRADE CARDS

Grade cards will be distributed every nine weeks to the sponsoring company. Questions regarding grades or credits should be immediately brought to the attention of the instructor and/or supervisor. Report cards and grades may be withheld if the student has any unmet financial obligations.

DETERMINING THE YEAR END GRADE

Example:	1st = A = 4	1st = C = 2
	2nd = A = 4	2nd = C = 2
	3rd = A = 4	3rd = B = 3
	4th = B = 3	4th = B = 3
	Total 15	Total 10
	15 divided by 4 = 3.75 A	10 divided by 4 = 2.50 C

A yearly final grade is secured by averaging four grades - one for each quarter. A student must earn a 2.0 average to Satisfactorily Complete.

STUDENT RECORDS

Upon request, all records and files included in the student's cumulative file will be available. This request must be in writing and will be granted within seven calendar days. No records are to be removed from the school; a director, teacher, or other qualified school personnel must be present to explain any of the tests or other material. A student must give written permission for anyone other than the Assistant Director of Adult Workforce, Student Services Coordinator, Vocational Evaluator, or Instructor to view their file.

It is the intent of the school district to limit the disclosure of information contained in the student's education records except:

- A. By prior written consent
- B. As directory information and
- C. Under other limited circumstances

The following rights exist:

1. The right to inspect and review the student's educational records.
2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the student's request.
3. The right of any person to file a complaint with the U.S. Department of Education if the district violates relevant Federal law, specifically the Federal Educational Rights and Privacy Act and
4. The right to acquire information concerning the procedure which the student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

MACHINING APPRENTICE CLASS SCHEDULE

2014 - 2015

YEAR 3

THURSDAY NIGHT CLASSES

6:00-10:00 PM

FIRST SEMESTER - 18 CLASSES

1st QUARTER

1.	August 28, 2014	
2.	September 4, 2014	
3.	September 11, 2014	
4.	September 18, 2014	
5.	September 25, 2014	
6.	October 2, 2014	
7.	October 9, 2014	
8.	October 16, 2014	(Grade Cards Given to Teachers)
9.	October 23, 2014	(Grade Cards Back to Adult Education Office) (Grade Cards Mailed to Employers)

Machine Theory & The Grinder (9 Weeks)

2nd QUARTER

10.	October 30, 2014	
11.	November 6, 2014	
12.	November 13, 2014	
13.	November 20, 2014	
14.	**14. November 27, 2014	Thanksgiving Break - NO SCHOOL
15.	December 4, 2014	
16.	December 11, 2014	
17.	December 18, 2014	(Grade Cards Given to Teachers)
	December 25, 2014	Christmas Break - NO SCHOOL
	January 1, 2015	Christmas Break - NO SCHOOL
18.	January 8, 2015	(Grade Cards Back to Adult Education Office) (Grade Cards Mailed to Employers)

Math for Machine Technologies - Trigonometry (9 Weeks)

SECOND SEMESTER - 18 CLASSES

3rd QUARTER

1.	January 15, 2015	
2.	January 22, 2015	
3.	January 29, 2015	
4.	February 5, 2015	
5.	February 12, 2015	
6.	February 19, 2015	
7.	February 26, 2015	
8.	March 5, 2015	(Grade Cards Given to Teachers)
9.	March 12, 2015	(Grade Cards Back to Adult Education Office) (Grade Cards Mailed to Employers)

Geometric Dimensioning & Tolerancing (9 Weeks)

4th QUARTER

10.	March 19, 2015	
	March 26, 2015	Spring Break - NO SCHOOL
11.	April 2, 2015	
12.	April 9, 2015	
13.	April 16, 2015	
14.	April 23, 2015	
15.	April 30, 2015	
16.	May 7, 2015	
17.	May 14, 2015	(Grade Cards Given to Teachers)
18.	May 21, 2015	(Grade Cards Back to Adult Education Office) (Grade Cards Mailed to Employers)

Metallurgy (9 Weeks)

****Indicates No Class = Class Must be Rescheduled during that quarter.**

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

**MACHINING APPRENTICE CLASS SCHEDULE
2014 - 2015
YEAR 4**

**MONDAY NIGHT CLASSES
6:00-10:00 PM**

FIRST SEMESTER - 18 CLASSES

1st QUARTER

- | | | |
|-------------|--------------------------|---|
| 1. | August 18, 2014 | Math for Machine Technologies - Trigonometry (9 weeks) |
| 2. | August 25, 2014 | |
| **3. | September 1, 2014 | |
| 4. | September 8, 2014 | (Labor Day - No School) |
| 5. | September 15, 2014 | |
| 6. | September 22, 2014 | |
| 7. | September 29, 2014 | |
| 8. | October 6, 2014 | (Parent-Teacher Conferences 3:30-7:00pm)
(Grade Cards Given to Teachers) |
| 9. | October 13, 2014 | (Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers) |

2nd QUARTER

- | | | |
|--------------|--------------------------|---|
| 10. | October 20, 2014 | CNC Programming (9 weeks) |
| 11. | October 27, 2014 | |
| 12. | November 3, 2014 | |
| 13. | November 10, 2014 | |
| 14. | November 17, 2014 | |
| 15. | November 24, 2014 | |
| **16. | December 1, 2014 | (Thanksgiving Break - No School) |
| 17. | December 8, 2014 | |
| | | (Parent-Teacher Conferences 3:00-6:45pm)
(Grade Cards Given to Teachers) |
| 18. | December 15, 2014 | (Grade Cards Back to Adult Education Office) |
| | December 22, 2014 | Christmas Break - NO SCHOOL |
| | December 29, 2014 | Christmas Break - NO SCHOOL
(Grade Cards Mailed to Employers) |

SECOND SEMESTER - 18 CLASSES

3rd QUARTER

- | | | |
|----|--------------------------|--|
| 1. | January 5, 2015 | Industrial Fluid Power (6 weeks) |
| 2. | January 12, 2015 | |
| | January 19, 2015 | |
| 3. | January 26, 2015 | (Martin Luther King Day - No School) |
| 4. | February 2, 2015 | |
| 5. | February 9, 2015 | |
| | February 16, 2015 | (Presidents' Day - No School) |
| 6. | February 23, 2015 | |
| 7. | March 2, 2015 | Properties of Materials - Metallurgy (6 weeks) |
| 8. | March 9, 2015 | |
| 9. | March 16, 2015 | |
| | | (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers) |

4th QUARTER

- | | | |
|-----|----------------------|--|
| 12. | March 23, 2015 | |
| 13. | March 30, 2015 | |
| | April 6, 2015 | Spring Break - NO SCHOOL |
| 14. | April 13, 2015 | |
| 15. | April 20, 2015 | |
| 16. | April 27, 2015 | Engineering Materials - Properties and Selection (6 weeks) |
| 17. | May 4, 2015 | |
| 18. | May 11, 2015 | |
| 19. | May 18, 2015 | (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers) |

****Indicates No Class = Class Must be Rescheduled during that quarter.**

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

GRADING POLICY

The Buckeye Career Center operates on a quarterly grading period. To obtain an adequate appraisal of a student's progress, the following criteria should be included in arriving at a grade:

1. Attitude, behavior and attendance
2. Teacher-made tests
3. Homework and supervised study activities
4. Standardized test information
5. Group and individualized assignments
6. Classroom participation
7. Laboratory and related activities

THE PURPOSES FOR WHICH THE GRADE CARD SERVES ARE:

- A. To inform the pupil and his/her company of his/her own achievement
- B. To focus attention on pertinent data about pupils (attendance, tests, etc.)

GRADE INTERPRETATIONS

For the purpose of averaging grades the following numerical values are substituted for grades: A = 4, B = 3, C = 2, D = 1, F = 0. The points should be added and the total divided by the number of grades given. All grades will be recorded showing both a percentage and a letter grade.

Symbol	Grade Determination	Point Value	Range of Points	
A	94-100	4	3.60-4.00	Outstanding work. The student demonstrates superior control of ideas, knowledge, and understanding of subject matter which shows continuous improvement.
B	85-93	3	2.60-3.59	Highly commendable. The student demonstrates good control of ideas, knowledge, and understanding of subject matter which shows continuous improvement.
C	74-84	2	1.60-2.59	Satisfactory work. The student demonstrates limited control of ideas, knowledge, and standing of subject matter which shows limited improvement.
D	65-73	1	.60-1.59	Poor work. The student demonstrates very limited control of ideas, knowledge, and understanding of subject matter and very limited improvement.
F	64 and below	0	.00-.59	Failure. The student demonstrates no apparent control of ideas, knowledge, and understanding of subject matter with no measurable improvement.
W	Withdrawal	0	.00-.00	Withdrawal. If at any time during the year the student quits attending for more than 15 consecutive days he/she will automatically be withdrawn from the program.
I	Incomplete	0	Temporarily Withheld	Incomplete. Incomplete work MUST be completed within 2 weeks of receiving the mark. All incompletes will become an automatic "F" unless a medical report from the doctor is acquired within one month.

ATTENDANCE

Our purpose is to educate for the world of work. Therefore, we believe that excellent attendance is an important part of that education. **THE OHIO STATE APPRENTICESHIP COUNCIL requires 100% ATTENDANCE. NO ABSENCE IS EXCUSED. 100% ATTENDANCE IS ACQUIRED BY PHYSICALLY BEING IN ATTENDANCE EVERY EVENING OF CLASS.** All classes are 4 hours in length. No more than 1 to 1 ½ hours of homework may be assigned in place of class work. There are some valid reasons a student may have to miss an evening of class including death in the immediate family. However, **ALL ABSENCES (excused AND unexcused) MUST BE MADE UP!**

Machine Apprenticeship: There will be two scheduled make-up days per year (one toward the end of each semester) scheduled at the convenience of the instructor. Students must use these dates to make up any absences.

Maintenance Mechanic Apprenticeship: There will be one scheduled make-up day per subject area. Students must make-up a missed class during the make-up session of that same subject area. There will be no make-up classes scheduled for any subject area that is less than 5 weeks in length.

STUDENTS MAY NOT USE HOMEWORK AS MAKEUP OF CLASSROOM TIME. STUDENTS MAY NOT ATTEND ANOTHER APPRENTICESHIP CLASS IN ORDER TO MAKEUP CLASSROOM TIME.

IF A STUDENT MISSES MORE HOURS THAN HE/SHE CAN MAKE-UP IN THE ALLOTTED MAKE-UP SESSIONS, HE/SHE MUST MAKE ARRANGEMENTS WITH THE ADULT EDUCATION OFFICE TO PAY FOR THE INSTRUCTOR'S TIME, IF THE INSTRUCTOR IS AVAILABLE, AT THE RATE OF \$30 PER HOUR. PAYMENT MUST BE MADE IN ADVANCE BEFORE THE ADDITIONAL MAKEUP SESSION WILL BE SCHEDULED.

If a student misses class and does not attempt to make up the missed evening, the student will fail the apprenticeship class and be immediately withdrawn from the program.

MAINTENANCE MECHANIC APPRENTICE CLASS SCHEDULE 2014 - 2015 YEAR 1 THURSDAY NIGHT CLASSES 6:00-10:00 PM

FIRST SEMESTER - 18 CLASSES

1st QUARTER

- Basic Shop Math (4 weeks)**
1. August 28, 2014
 2. September 4, 2014
 3. September 11, 2014
 4. September 18, 2014
 5. September 25, 2014
 6. October 2, 2014
 7. October 9, 2014
 8. October 16, 2014
 9. October 23, 2014
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

2nd QUARTER

10. October 30, 2014
 11. November 6, 2014
 12. November 13, 2014
 13. November 20, 2014
 - **14. **November 27, 2014**
 15. December 4, 2014
 16. December 11, 2014
 17. December 18, 2014
 - December 25, 2014**
 - January 1, 2015**
 18. January 8, 2015
- Forklift Operations (1 week)**
Thanksgiving Break - NO SCHOOL
Basic Principles of Hydraulics (10 weeks)
- (Grade Cards Given to Teachers)
Christmas Break - NO SCHOOL
Christmas Break - NO SCHOOL
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

SECOND SEMESTER - 18 CLASSES

3rd QUARTER

1. January 15, 2015
 2. January 22, 2015
 3. January 29, 2015
 4. February 5, 2015
 5. February 12, 2015
 6. February 19, 2015
 7. February 26, 2015
 8. March 5, 2015
 9. March 12, 2015
- Metrology (10 weeks)**
(Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

4th QUARTER

10. March 19, 2015
 - March 26, 2015**
 11. April 2, 2015
 12. April 9, 2015
 13. April 16, 2015
 14. April 23, 2015
 15. April 30, 2015
 16. May 7, 2015
 17. May 14, 2015
 18. May 21, 2015
- Spring Break - NO SCHOOL**
- Sheet Metal Basics (2 weeks)**
(Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

****Indicates No Class = Class Must be Rescheduled during that quarter.**

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

MAINTENANCE MECHANIC APPRENTICE CLASS SCHEDULE

2014 - 2015

YEAR 2

MONDAY NIGHT CLASSES

6:00-10:00 PM

FIRST SEMESTER - 18 CLASSES

1st QUARTER

1. August 18, 2014
2. August 25, 2014
- **3.** **September 1, 2014** **(Labor Day - No School)**
4. September 8, 2014
5. September 15, 2014
6. September 22, 2014
7. September 29, 2014
8. October 6, 2014
(Parent-Teacher Conferences 3:30-7:00pm)
(Grade Cards Given to Teachers)
9. October 13, 2014
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

2nd QUARTER

10. October 20, 2014
11. October 27, 2014
12. November 3, 2014
13. November 10, 2014
14. November 17, 2014
15. November 24, 2014
- **16.** **December 1, 2014** **(Thanksgiving Break - No School)**
17. December 8, 2014
(Parent-Teacher Conferences 3:00-6:45pm)
(Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
18. December 15, 2014
December 22, 2014
December 29, 2014
(Grade Cards Mailed to Employers)
Christmas Break - NO SCHOOL
Christmas Break - NO SCHOOL

SECOND SEMESTER - 18 CLASSES

3rd QUARTER

1. January 5, 2015
2. January 12, 2015
- January 19, 2015** **(Martin Luther King Day - No School)**
3. January 26, 2015
4. February 2, 2015
5. February 9, 2015
- February 16, 2015** **(Presidents' Day - No School)**
6. February 23, 2015
7. March 2, 2015
8. March 9, 2015
9. March 16, 2015
(Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

4th QUARTER

12. March 23, 2015
13. March 30, 2015
- April 6, 2015** **Spring Break - NO SCHOOL**
14. April 13, 2015
15. April 20, 2015
16. April 27, 2015
17. May 4, 2015
18. May 11, 2015
(Grade Cards Given to Teachers)
19. May 18, 2015
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

****Indicates No Class = Class Must be Rescheduled during that quarter.**

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

SHOP REGULATIONS

1. All instructors are to cover shop safety in their classroom the FIRST SESSION OF CLASS, and the LESSON PLAN for shop safety must have the SUPERVISOR'S APPROVAL.
2. All hand tools will be issued by the instructor or the person assigned and must be returned by the adult student to the person who issued it. The adult student will be held accountable for tools assigned to him/her and not returned.
3. Clean-up all shop areas.
4. All equipment used must be left in the same or better condition than it was found.
5. Food and drinks are to be consumed in the designated area.
6. No adult student shall work in the shops without supervision of the instructor. Work will be done within scheduled class time.
7. Shop doors are to be closed at all times. Please check all shop doors to see that they are locked before leaving.

SAFETY REGULATIONS

Safety is an important part of every function at Buckeye Career Center as well as away from Buckeye Career Center. Each program has different safety requirements for the protection of everyone. Students who fail to conform to these safety regulations will be subject to normal disciplinary procedures.

- A. Horseplay (such as: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
- B. All accidents/injuries shall be reported immediately to the instructor or other qualified person.
- C. Good housekeeping rules and regulations shall be followed.
- D. Proper personal protective equipment shall be worn.
- E. Proper procedures for emergency situations such as: fire, tornado, bomb, first aid, etc., shall be followed.
- F. Safety procedures shall be followed when operating equipment.
- G. Proper safety procedures shall be followed when handling material manually or mechanically.
- H. All hazardous materials shall be properly labeled and stored.
- I. All hazardous materials taken out of the original container must be properly labeled if not used by the end of lab.
- J. Chemical substance abuse shall not be permitted.
- K. Wet, slippery, hazardous traffic areas shall be properly identified.
- L. Red-tagged equipment shall not be used.
- M. All designated aisle ways shall be kept unobstructed.
- N. Emergency equipment shall never be blocked.
- O. All traffic laws shall be observed on the school premises.
- P. Where adequate ventilation is provided, it shall be used.
- Q. School motorized equipment shall not be driven by students without proper safety instruction. School motorized equipment shall not be driven off Buckeye Career Center property by students.

RADIOS, RECORDERS, PAGING DEVICES, HEADSETS AND BEEPERS

Bringing radios, tape decks, recorders, beepers, paging devices or other sound systems to school is prohibited unless required for the vocational program. Cell Phones must be turned off during class/lab hours.

EMERGENCY PROCEDURES

The Student Waiver of Accident Responsibility will be given to each student and must be completed during the first class meeting. Students will not be allowed to attend classes unless a waiver is on file.

If an accident occurs, an accident report form must be filled out, available in the Adult Education Office. All accident or emergencies of any type must be reported to the office at the time of the incident. If an emergency exists call the Adult Education Office 1522.

SMOKING POLICY

Buckeye Career Center is designated as a "Smoke-Free" Property. This Board prohibits smoking twenty-four (24) hours a day on all district owned property, both indoor and outdoor. No smoking is permitted anywhere on the grounds.

PERSONAL PROPERTY

Any project or items brought to Buckeye will be the responsibility of the owner. Buckeye will not be liable for damage to student projects or items of personal property brought from home.

CARE OF SCHOOL PROPERTY

Millions of dollars have been invested in the future of students residing in the Buckeye Joint Vocational School District. We understand that some items may be damaged or worn through normal use. However, students who are misusing, abusing, or damaging school property will be required to pay for damage along with dismissal.

CONDUCT AND BEHAVIOR

Conduct disruptive to the educational process or destruction of property will be cause for suspension of the student's privileges of attending the Adult Education Program. Theft of school property, personal property, smoking, use of drugs and evidence of consumption of alcoholic beverages will result in automatic suspension.

MAINTENANCE MECHANIC APPRENTICE CLASS SCHEDULE

2014 - 2015

YEAR 3

TUESDAY NIGHT CLASSES

6:00-10:00 PM

FIRST SEMESTER - 18 CLASSES

1st QUARTER

1. August 26, 2014
 2. September 2, 2014
 3. September 9, 2014
 4. September 16, 2014
 5. September 23, 2014
 6. September 30, 2014
 7. October 7, 2014
 8. October 14, 2014
 9. October 21, 2014
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

Machine Trades I (12 weeks)

2nd QUARTER

10. October 28, 2014
 11. November 4, 2014
 12. November 11, 2014
 13. November 18, 2014
 14. November 25, 2014
 15. December 2, 2014
 16. December 9, 2014
- Parent/Teacher conferences 3:00-6:45pm
17. December 16, 2014
December 23, 2014
December 30, 2014
 18. January 6, 2015
- (Grade Cards Given to Teachers)
Christmas Break - NO SCHOOL
Christmas Break - NO SCHOOL
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

Welding I (12 weeks)

SECOND SEMESTER - 18 CLASSES

3rd QUARTER

1. January 13, 2015
 2. January 20, 2015
 3. January 27, 2015
 4. February 3, 2015
 5. February 10, 2015
 6. February 17, 2015
 7. February 24, 2015
 8. March 3, 2015
 9. March 10, 2015
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

Machine Repair (12 weeks)

4th QUARTER

10. March 17, 2015
 11. March 24, 2015
 12. March 31, 2015
 13. April 7, 2015
 14. April 14, 2015
 15. April 21, 2015
 16. April 28, 2015
 17. May 5, 2015
 18. May 12, 2015
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

****Indicates No Class = Class Must be Rescheduled during that quarter.**

36 Sessions @ 4 Hours = 144 Hour Apprenticeship

**MAINTENANCE MECHANIC APPRENTICE CLASS SCHEDULE
2014 - 2015
YEAR 4
WEDNESDAY NIGHT CLASSES
6:00-10:00 PM**

FIRST SEMESTER - 18 CLASSES

1st QUARTER

- | | | |
|----|--------------------|---|
| 1. | August 27, 2014 | Basic Automotive Mechanics (4 weeks) |
| 2. | September 3, 2014 | |
| 3. | September 10, 2014 | |
| 4. | September 17, 2014 | |
| 5. | September 24, 2014 | Basic Plumbing (5 weeks) |
| 6. | October 1, 2014 | |
| 7. | October 8, 2014 | |
| 8. | October 15, 2014 | |
| 9. | October 22, 2014 | |
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

2nd QUARTER

- | | | |
|-----|--------------------------|-------------------------------------|
| 10. | October 29, 2014 | First Aide (1 week) |
| 11. | November 5, 2014 | |
| 12. | November 12, 2014 | CPR (1 week) |
| 13. | November 19, 2014 | |
| 14. | November 26, 2014 | |
| 15. | December 3, 2014 | Machine Trades II (10 weeks) |
| 16. | December 10, 2014 | |
| 17. | December 17, 2014 | |
| | December 24, 2014 | |
| | December 31, 2014 | |
| 18. | January 7, 2015 | |
- (Grade Cards Given to Teachers)
Christmas Break - NO SCHOOL
Christmas Break - NO SCHOOL
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

SECOND SEMESTER - 18 CLASSES

3rd QUARTER

- | | | |
|----|-------------------|--------------------------------------|
| 1. | January 14, 2015 | Advanced Hydraulics (5 weeks) |
| 2. | January 21, 2015 | |
| 3. | January 28, 2015 | |
| 4. | February 4, 2015 | |
| 5. | February 11, 2015 | |
| 6. | February 18, 2015 | |
| 7. | February 25, 2015 | |
| 8. | March 4, 2015 | Welding II (10 weeks) |
| 9. | March 11, 2015 | |
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

4th QUARTER

- | | | |
|-----|----------------|------------------------------|
| 10. | March 18, 2015 | Welding II (10 weeks) |
| 11. | March 25, 2015 | |
| 12. | April 1, 2015 | |
| 13. | April 8, 2015 | |
| 14. | April 15, 2015 | |
| 15. | April 22, 2015 | |
| 16. | April 29, 2015 | |
| 17. | May 6, 2015 | |
| 18. | May 13, 2015 | |
- (Grade Cards Given to Teachers)
(Grade Cards Back to Adult Education Office)
(Grade Cards Mailed to Employers)

ELIGIBILITY

Any adult sixteen years of age or older, is eligible to enroll if their employer agrees to register with the Ohio State Apprenticeship Council if employed in the field. Qualified applicants still enrolled in high school wishing to take Adult Education Classes must have prior approval from the Director of Adult Workforce Education. Adults must have either a High School Diploma or GED to attend.

Tools, Some Supplies, and Materials are NOT covered in the fees. Enrollees are expected to furnish their own protective clothing and safety wear. Each enrollee shall agree to abide by the rules and regulations of the Board of Education, and each enrollee is hereby informed that his/her enrollment is voluntary and neither the Board of Education nor any member of the school staff may be held responsible for injury resulting from the enrollee's action or conduct.

CLOSING SCHOOL DURING EMERGENCIES

In the event of closing for any reason, the announcement will be made by the following:
WTUZ Radio -99.9 FM

PAYMENTS & REFUNDS

Registration may be mailed with payment or purchase order, faxed with VISA, MasterCard, Discover or purchase order, or brought in with VISA, MasterCard, Discover, Check, Money Order, Company Purchase Order or Cash to the office. Tuition can be paid in two equal semester payments. 1st Payment is due before class begins. The remaining balance is due by January 1.

Full refunds will be given if the class is canceled due to insufficient enrollment. Once registered, the student/company is liable for both 1st and 2nd payments in full. If a student withdraws, they must do so no less than 3 business days before the apprenticeship program begins. There will be no refunds issued beyond the 3 business days prior. Refunds will be mailed from the Treasurer's Office. A \$10.00 registration fee will be deducted from all refund requests.

APPRENTICESHIP CERTIFICATION

An Ohio State Apprenticeship Council Journey Certificate will be issued at the successful completion of both 576 approved hours of classroom time as well as 8,000 hours of documented work experience in the field. Students can get credit by their employer for previous education. It is the student's responsibility to provide Buckeye with proof of employer approved prior education.

Shirley Sloan - 330-884-7978; fax 330-884-7262; shirley.sloan@jfs.ohio.gov
2026 South Avenue, Youngstown, Ohio 44502-1198

John Loomis - 419-528-4076; fax 419-528-4085; john.loomis@jfs.ohio.gov
PO Box 758, Mansfield, Ohio 44901

Yan Ke - 614-644-0962; fax 614-466-7912; yan.ke@jfs.ohio.gov
PO Box 1618, Columbus, Ohio 43216-1618

****Indicates No Class = Class Must be Rescheduled during that quarter.**

36 Sessions @ 4 Hours = 144 Hour Apprenticeship